

# LEADERSHIP SUPPORT FOR REMOTE WORK STRATEGIES DURING COVID-19

## EXHIBIT EMPATHY

Express appreciation and demonstrate your understanding that everyone is juggling personal and professional obligations at once during these unprecedented times.

1

## ESTABLISH OPEN COMMUNICATION

Clarify expectations on availability both for yourself and the team. Prioritize projects and be clear on deadlines. Share preferred communication methods and ask the same of your team.

2

## MANAGE WORKFLOW & UNCONSCIOUS BIAS

Pay attention to under-represented team members' workflow, workload, and access to mentor/sponsor relationships. Unconscious bias may become more prevalent during this time.

3

## LEVERAGE TECHNOLOGY

Utilize collaboration tools to connect with your team, but limit the number of mandatory video calls. Personal obligations and caregiver issues may make constant video conferencing stressful or unrealistic.

4

## CHECK-IN AND PROVIDE & SOLICIT FEEDBACK

Do individual check-ins to understand challenges and successes. Share positive and constructive feedback with individuals. Coordinate non-work related, virtual meetings to keep morale and engagement up.

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